

NEC CODE PROPOSALS

A. INTRODUCTION

This Appendix provides guidance on how to prepare and submit recommendations for *establishing, disestablishing, or revising* Navy Enlisted Classification (NEC) codes. The Navy Manpower Analysis Center (NAVMAC) is the administrator for all proposals submitted to the Navy Enlisted Occupational Classification System (NEOCS) process for approval. **ALL** proposals **shall** be submitted by an Echelon 3 or higher activity, and those having an impact on the student Individual Account (IA) **shall** be submitted via their enterprise Primary Advisor (i.e., OPNAV (N2/N6, N95, N96, N97, N98) (endorsement letter **MUST** accompany proposal) to: Commanding Officer, Navy Manpower Analysis Center (Code 10), 5722 Integrity Drive, Millington, TN 38054-5011 or navmac_neocs@navy.mil. Proposals which do not have an impact on the student IA (e.g. Planning/Tracking NEC code establishments, PQS/JQR/OJT awardable NEC code establishments) **DO NOT** require a preliminary endorsement letter. **ALL** Acquisition related proposals for NEC codes **shall** be approved and endorsed by the Assistant Secretary of the Navy (ASN) for Research, Development and Acquisition (RDA) - Director, Acquisition Career Management (DACM) office. Please note that although technical merit is a primary consideration in a NEC code proposal, NEC code actions will always be finalized in light of resources, programming, and personnel management implications.

B. METHODOLOGY FOR ESTABLISHING NEC CODES

1. The NEOCS Board will review and decide upon all new NEC code proposals. NAVMAC is responsible for Board administration and technical assistance in developing and implementing changes to the enlisted classification system. OPNAVINST 1223.1 series details NEOCS Board composition and responsibilities.

2. **Criteria for Establishing NEC codes.** The NEOCS Board reviews all requests for new NEC codes considering following technical criteria:

- a. The NEC code must not duplicate Occupational Standards.
- b. Skill identification needs must be long term.
- c. The proposed NEC code must not reflect routine fleet training.
- d. There must be a need to document the skill in the Enlisted Master Record (EMR).
- e. The skill identification must be necessary throughout the Navy.
- f. The proposed NEC code must reflect workload required to support new equipment.

NOTE: A good rule when drafting or reviewing new NEC code requests is to justify the Navy's need to **identify a skill over five to ten years**.

3. NEC Code Establishment.

a. **Rating Series, Special Series, and Alphanumeric NEC Codes.** Figure A-1 identifies the information and format required to establish a Rating Series, Special Series, or Alphanumeric NEC code. Submit recommendations to establish a NEC code 180 days before the date the NEC code is to be awarded, i.e., 180 days before completion of initial course/factory training. Requests, which involve mandatory training, should address resource implications.

b. **Planning NEC Codes.** Figure A-1, paragraphs 1.a., d., h.(2), i., k., p., q., r., v, and w. identify the information required to establish a Planning NEC code. Submit recommendations to convert Planning NEC codes to Rating Series, Special Series, or Alphanumeric NEC codes 180 days before the date the NEC code is to be awarded, (i.e., 180 days before completion of initial course/factory training) using all components of Figure A-1.

c. **Tracking NEC Codes.** Figure A-1 identifies the information and format required to establish a Tracking NEC code, all information which makes reference to billets (paragraphs 1.i., and k.) is not required.

NOTE: To revise an existing Tracking NEC code (personnel only) for assignment to billets and personnel, proposal **MUST** be submitted utilizing Figure A-1 to include billet information. **ALL funding implications MUST be clearly stated as having an offset, planned/programed (POM) for or APPROVED.**

4. **NEC Code Revision.** All recommendations to revise an NEC code must identify the proposed change and state the justification/rationale for the revision. Revisions which involve a change from OJT to course mandatory training also should address resource implications. Use standard Navy letter format as identified in Figure A-2 when submitting requests for NEC code revisions.

EXCEPTION: When revising an existing Tracking NEC code to include assignment to billets, Figure A-1 **MUST** be utilized as stated above for new establishments; however, the proposal will be processed as a revision and the Subj: line **shall** be annotated as such.

5. ***NEC Code Disestablishment.*** All recommendations to disestablish a NEC code must state the reason or rationale for disestablishment and any required billet and/or personnel recoding action. Use standard Navy letter format as identified in Figure A-3 when submitting requests for NEC code disestablishments.

Letterhead

1221
Ser

From: **Title of activity submitting proposal (SNDL Listing) (Echelon 3 or higher activity)**
To: Commanding Officer, Navy Manpower Analysis Center (Code 10)
Via: **Endorsement (s) (REQUIRED for all new establishments; accompanying endorsement letter(s) shall CLEARLY communicate acceptance of responsibility for any funding (i.e. training or systems) implications, and said funding has been APPROVED in support of subject NEC code establishment(s))**

Subj: PROPOSAL TO ESTABLISH/REVISE (Tracking NEC code) NAVY ENLISTED CLASSIFICATION (NEC) CODE (*place the first two digits and two Xs (e.g. 14XX) and the proposed title here*)

Ref: (a) NAVPERS 18068F, Volume II (NECs)
(b) OPNAVINST 1223.1C
(c) **List additional references that relate to this proposal**

1. Request establishment of a new NEC code per references (a) and (b).
 - a. **NEC Code and title.** Recommend a NEC code number and a title. Use the first two digits of the proposed code and two Xs (e.g., 14XX).
 - b. **Sequence Code.** Recommend a sequence code for prioritizing the NEC code on the Enlisted Master Record. See Chapter I paragraph C., 4. for sequence code discussion.
 - c. **Description.** Describe the proposed NEC code by identifying the job tasks to be performed; particularly what skill-sets the NEC code provides that is not associated with a rating.
 - d. **Source Rating(s).** List the rating(s) associated with the NEC code (e.g., BM only, BM and QM, or BM, QM, GM).
 - e. **Component NEC.** Identify any prerequisite skill(s) (Component NEC) that a member must have earned before being awarded the principle NEC code, if any. Under normal circumstances the Component NEC is removed once the principal NEC code is awarded. However, with sufficient justification for unique situations such as community management initiatives or legacy retainment purposes, the Component NEC may be retained in the members EMR; the stipulation for retainment will be annotated in the NOTE section of the principal NEC code. If multiple Component NECs, identify and/or requirement (42XX and 43XX) (42XX or 43XX).
 - f. **Related NEC.** Identify existing NEC(s) similar in scope to the proposed NEC (Related NEC), if any.
 - g. **Cost Analysis.** What will be the **net effect** on students IA in terms of man-years/Manpower Personnel Navy (MPN)?

NOTE: MPN man-years in the student IA are calculated by multiplying course length in days (include weekends) by number of students and dividing that by 365 for initial training in man-years. This figure is divided by 3 for approximate follow-on, per-year cost for out years.

$$\text{MPN} = \frac{\text{Course length in days} * \text{number of billets}}{365} \qquad \text{Approx follow-on} = \frac{\text{MPN}}{3}$$

h. **Training/Offsets.** List the training needed to earn the proposed NEC code, the implications it may have on TAD training, and the impact it may have on increasing overall cost to the Navy in the out-years. Offsets must be identified with submission of your proposal. Offsets are required to cover the expected follow-on training costs. Acceptable offsets for student IA may be reduced time-to-train or reduced annual throughput in related NEC codes; elimination of related NEC codes; transfer of end strength from the force structure to the student account; or successful POM actions. NEC code requests which will cause an increase in the number of instructors or increase in TDI expenses also require offsets in MPN and/or OMN funding. Requests which do not have identified offsets will not receive concurrence when routed for approval. POC for questions regarding offsets is OPNAV N122D.

- (1) Identify whether the NEC code will be awarded through formal training or through OJT.
- (2) State whether the course is new or on-going. If new, state the ready-for-training date.
- (3) List CIN/CDP when a formal training course is required. If CIN/CDP is unknown, list training as "under development."
- (4) List the length of training (in days).
- (5) Any establishments, revisions etc., to CIN/CDP should be addressed to NETC.
- (6) Increase/savings to course length.

FIGURE A-1. NEC CODE ESTABLISHMENT PROPOSAL - FIRST PAGE
(TEMPLATE)

Subj: PROPOSAL TO ESTABLISH A NAVY ENLISTED CLASSIFICATION (NEC) (*place the first two digits and two Xs (e.g. 14XX) and the proposed title here*)

- (7) Will difference course be required?
- (8) Can this be done through non-traditional training sites, or by internet-based course?
- (9) How does this fit into Navy Training System Plan (NTSP)? (Contact appropriate SYSCOM for info)
- (10) If this is replacing another NEC or school, to what percent? How many personnel went through previous NEC, and how long was the course (man-years)?
- (11) How many personnel are intended to go through per year? (Contact OPNAV (N00T)

NOTE: Unless otherwise directed, the originator of a request for an NEC code establishment is responsible for ensuring entry of proper course data into the corporate enterprise Training Activity Resource System (CeTARS) as an integral part of the process.

- i. Number of Billets. Identify the approximate number of billets requiring the NEC.
- j. Personnel Paygrade. Identify the paygrade range for personnel who will hold the NEC (e.g., E4 - E5, E6 - E9).
- k. Billet Paygrade. Identify the paygrade range for billet identified with this NEC (e.g., E4 - E5, E6 - E9).
- l. Special Qualifications/Stipulations. Identify special qualifications associated with the NEC code (i.e. a security clearance, 20/20 vision, certifications); specific criteria for recertification and any related timelines shall also be addressed; any other special stipulations required for awarding and/or assignment. It is also very prudent for accurate NEC code management that the Primary and Technical Advisors conduct, ***at a minimum***, an annual review of ***ALL*** NEC codes under their purview for validity. The Catalog of Navy Training Courses (CANTRAC) is the authoritative source for specific training, certification/recertification, and other requisite requirements such as physical stature attributes that ***MUST*** be maintained by an individual.
- m. Skill Identification. Indicate whether the proposed skill (NEC) currently exists as part of a rating or another NEC code.
- n. Assignment (Open/Close). Indicate whether the proposed NEC is "Open" or "Closed" to Women.
- o. Inactive Duty Select Reservists. Identify the applicable inactive duty Selected Reserve (SELRES) category for the NEC from the following listing and provide supporting rationale. Coordinate your recommendation with OPNAV (N951G).

Category "A": The NEC code is attainable by SELRES, and is therefore assignable to SELRES personnel and manpower requirements with no restrictions. SELRES are able to complete training for the NEC code within three years of normal inactive duty training cycles of 48 regular drills and two weeks Annual Training (AT) per year (Training Category (TRC) A). The NEC code can be earned by the following means:

- Active Duty formal training courses that have not been modified or segmented into modules for SELRES applications,
- Segmented or modularized formal training courses that may be completed within three years of normal TRC A training cycles (Note 1),
- Specific civilian training/certification (Note 2), or
- OJT that can be completed with three years of normal TRC A training cycles (Note 2).

Additionally, NEC codes are assignable to SELRES manpower requirements if the formal courses of instruction that award the NEC code will be modified to facilitate SELRES completion of all requirements for the NEC code within three years of normal TRC A training cycles. The requirements for periodic recertification/requalification for the NEC code cannot exceed a normal, annual TRC A training cycle (Note 1).

Category "R": The NEC code cannot normally be attained by SELRES within three years or normal TRC A training cycles; however, is assignable with restrictions to SELRES manpower requirements if SELRES already holding a NEC code in this category can maintain periodic recertification/requalification required for the NEC code within a normal, annual TRC A training cycle.

Category "N": The NEC code is not assignable to SELRES personnel or manpower requirements because periodic recertification/requalification for the NEC code cannot be maintained by a SELRES during a normal, annual TRC A training cycle. Programming of SELRES manpower requirements with these NEC codes is not authorized.

NOTE 1: A formal training course that awards the NEC code or maintains recertification/requalification may be segmented into modules if recommended by COMNAVRESFOR, approved by OPNAV (N12)/NETC and certified to be funded for segmentation by the appropriate OPNAV resource sponsor. If the Training Agent certifies that the training course will be on line within one year, assignment of the NR IND of A is allowed.

FIGURE A-1. NEC CODE ESTABLISHMENT PROPOSAL - SECOND PAGE (TEMPLATE)

Subj: PROPOSAL TO ESTABLISH A NAVY ENLISTED CLASSIFICATION (NEC) (*place the first two digits and two Xs (e.g. 14XX) and the proposed title here*)

NOTE 2: NEC codes will be awarded to SELRES personnel upon completion of civilian training courses leading to the awarding of a certificate, diploma or license, and for the completion of OJT when a waiver of formal training requirements has been requested and obtained from the appropriate Training Agent.

NOTE 3: COMNAVRESFOR will annually review and coordinate the update of all SELRES NEC code categories with the appropriate NEC Advisors.

p. Coordination. The primary advisor should **look** at all cost associated with the establishment and **provide** a cost estimate for the establishment and **agree** to assume all associated cost. If TAD cost are associated with the establishment TYCOMS should be **notified and agree** to assume any associated TAD cost.

NOTE: Originator shall obtain a signed endorsement from activity identified in their proposal on the VIA: line, signed endorsement shall accompany proposal. Originator is responsible for contacting appropriate commands for this info prior to submission. The accompanying endorsement letter(s) shall CLEARLY communicate acceptance of responsibility for any funding (i.e. training or systems) implications, and said funding has been APPROVED in support of subject NEC code establishment(s).

q. Directives. Identify special directives associated with the proposed NEC code, such as instructions or manuals.

r. Justification. Explain the purpose of the proposed NEC code and how it will impact manpower increases/decreases. Be as specific as possible.

s. Platform/Equipment. Identify the new platform(s) and/or equipment the proposed NEC code will support.

1. Identify the "phase in" period for new platform(s), equipment, and training.

2. Is the proposed NEC code replacing an existing NEC code? If yes:

a) When is the old platform(s) or equipment no longer in service; and

b) Identify the date the NEC code being replaced may be deleted.

t. Occupation Standards. When requesting establishment of a Rating Series NEC code, indicate whether the proposed NEC code does or does not duplicate existing Occupational Standards for the rating(s) involved, NAVPERS 18068F, Volume I identifies rating specific occupational standards.

u. Workload Measurements. When requesting the establishment of a NEC code, identify workload levels for each new equipment. The work may be generated either by watch station requirements, Planned Maintenance (PM), Corrective Maintenance (CM), or by other specific mission essential elements. The work could be supported by any combination of the preceding types of workload.

v. Primary Advisor/Technical Advisor/Enlisted Community Manager. Provide the abbreviated activity name, along with the specific internal code responsible for subject NEC code, which identifies the respective Primary Advisor/Technical Advisor/Enlisted Community Manager.

w. Point of Contact. Identify the name, telephone number (commercial and DSN), and E-Mail address of a person knowledgeable about the proposed NEC code.

Notes:

1. Paragraph s. is applicable for NEC codes proposed to support new equipment.

2. Each new skill code shall be evaluated by OPNAV (N122) when the equipment or system is fully developed.

K. LEADERSHIP
Authorized Signature

Copy to:

Commands that have an interest in this proposal

FIGURE A-1. NEC CODE ESTABLISHMENT PROPOSAL - THIRD PAGE
(TEMPLATE)

Letterhead

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Ser

From: ***Title of activity submitting proposal (SNDL Listing) (Echelon 3 or higher activity)***
To: Commanding Officer, Navy Manpower Analysis Center (Code 10)
Via: ***Endorsement (s) (REQUIRED if there is an impact to requisite training/certification/qualification and associated funding, i.e. student individual account (IA), TAD/TDI training costs)***
Subj: PROPOSAL TO REVISE NAVY ENLISTED CLASSIFICATION (NEC) CODE(S) ***8252 - C-130 FLIGHT ENGINEER (If multiple 8252, 8262, AND 8272)***
Ref: (a) NAVPERS 18068F, Volume II (NECs)
(b) OPNAVINST 1223.1C
(c) ***Additional references as required***
Encl: (1) NEC Code Revision Data

1. In accordance with references (a), (b), ***and (c)*** request proposed revision(s) in enclosure (1) be submitted to the Navy Enlisted Occupational Classification System (NEOCS) Board for review and approval.
2. The effectiveness of the NEC manual in providing correct and timely identification of skilled personnel and requirements depends largely upon support from affected stakeholders during their routine assessment of the data accuracy.
3. Specific update to data fields are annotated in the ***“PROPOSED”*** section of enclosure (1) and identified with ***yellow*** highlighting. The “ORIGINATORS JUSTIFICATION” block provides justification for proposed updates.
4. Point(s) of contact ***is/are CPO Joe Sailor***, who may be reached at ***(901) 874-6464/DSN 882; or CPO Joy Sailor***, who may be reached at ***(901) 874-6258/DSN 882***.

K. LEADERSHIP
Authorized Signature

Copy to:
Commands that have an interest in this proposal

FIGURE A-2. NEC CODE REVISION PROPOSAL - FIRST PAGE
(TEMPLATE)

NEC Code Revision Data

CURRENT

8252 - C-130 Flight Engineer

Performs in-flight duties as a C-130 flight engineer. Is knowledgeable of all aircraft systems, emergency procedures and flight equipment.

Source Rating: AWF
Course: Mandatory
Sequence Code: 3
Component NEC: 8201
Primary Advisor: OPNAV (N98)

Billet Paygrades: E5-E8
CIN: R-050-0404
Related NEC:
Technical Advisor: NAVAIR

Personnel Paygrades: E5-E8
CDP: 7346
NR Ind: R
Open to Women: Yes
ECM: BUPERS-32

PROPOSED

8252 - C-130 Flight Engineer

Performs in-flight duties as a C-130 flight engineer. Is knowledgeable of all *navigation procedures*, aircraft systems, emergency procedures and flight equipment.

Source Rating: AWF
Course: Mandatory
Sequence Code: 3
Component NEC: 8201
Primary Advisor: OPNAV(N98)

Billet Paygrades: E5-E8
CIN: R-050-0555
Related NEC: **8206**
Technical Advisor: NAVAIR

Personnel Paygrades: E5-E8
CDP: **04HN**
NR Ind: R
Open to Women: Yes
ECM: BUPERS-32

ORIGINATORS JUSTIFICATION:

1. State the justification for your proposal. If there are any changes in student funding (e.g. INCREASE IN TRAINING/COST SAVINGS), please provide detailed information of who's paying (currently and through the out-years) or any off-sets related to current training; TDI cost should also be addressed if required.

2. Revision example: Description revised to properly identify required skill-sets.

3. Revision example: CIN and CDP updated to accurately reflect the current course awarding the NEC code, provide date of activation. Delete current "CIN/CDP" and add proposed "CIN/CDP." STUDENT FUNDING (IA)/TDI COST: Must have specific details; even if there's no change explain why.

4. Revision example: Related NEC code added because of the vast similarities of skill-sets and related billet functions.

** The "ORIGINATORS JUSTIFICATION" section is a summary of justification(s) for the change to be affected on each individual data field. Site all pertinent references (if any) that will support your justification/proposal.*

FIGURE A-2. NEC CODE REVISION PROPOSAL - SECOND PAGE
(TEMPLATE)

Letterhead

1221
Ser

From: ***Title of activity submitting proposal (SNDL Listing) (Echelon 3 or higher activity)***
To: Commanding Officer, Navy Manpower Analysis Center (Code 10)
Via: ***Endorsement (s) (REQUIRED if cost savings associated with training will be/has been allocated as offsets for another NEC code, the ORIGINATORS JUSTIFICATION section SHALL clearly provide details of implementation)***

Subj: PROPOSAL TO DISESTABLISH NAVY ENLISTED CLASSIFICATION (NEC) CODE (S) ***2378 - VERDIN/ISABPS SHORE COMMUNICATIONS SYSTEM OPERATOR (If multiple 2378, 2379, AND 2381)***

Ref: (a) NAVPERS 18068F, Volume II (NECs)
(b) OPNAVINST 1223.1C
(c) ***Additional references as required***

Encl: (1) NEC Code Disestablishment Data

1. In accordance with references (a), (b), ***and (c)*** request proposed disestablishment (s) in enclosure (1) be submitted to the Navy Enlisted Occupational Classification System (NEOCS) Board for review and approval.
2. The effectiveness of the NEC manual in providing correct and timely identification of skilled personnel and requirements depends largely upon support from affected stakeholders during their routine assessment of the data accuracy.
3. Specific actions for subject NEC code (s) are annotated in the ***"PROPOSED"*** section of enclosure (1) and identified with ***yellow*** highlighting. The "ORIGINATORS JUSTIFICATION" block provides justification for proposed disestablishment (s).
4. Point (s) of contact ***is/are CPO Joe Sailor, who may be reached at (901) 874-6464/DSN 882; or CPO Joy Sailor, who may be reached at (901) 874-6258/DSN 882.***

K. LEADERSHIP
Signature required

Copy to:
Commands that have an interest in this proposal

FIGURE A-3. NEC CODE DISESTABLISHMENT PROPOSAL - FIRST PAGE
(TEMPLATE)

NEC Code Disestablishment Data

CURRENT

2378 - VERDIN/ISABPS Shore Communications System Operator

Operates, coordinates and performs systems checks on the shore VERDIN System (consisting of URR-7, URT-30, associated crypto and frequency standard), and the ISABPS system (consisting of the USH-23 and UYK-20).

Source Rating: IT, ET (see note)	Billet Paygrades: E3-E6	Personnel Paygrades: E3-E6
Course: Mandatory	CIN: A-260-0035	CDP: 063B
Sequence Code: 4		NR Ind: R
Component NEC:	Related NEC:	Open to Women: Yes
Primary Advisor: OPNAV N6	Technical Advisor: NETWARCOM N17	ECM: BUPERS-32

NOTE: Source rating ET must be qualified in submarines.

PROPOSED

2378 - VERDIN/ISABPS Shore Communications System Operator

DISESTABLISH NEC CODE IMMEDIATELY
ORIGINATORS JUSTIFICATION: <i>1. Disestablishment example: Disestablish NEC code because equipment is obsolete and no longer exist in inventory.</i> <i>2. Additional justification as required.</i> <i>3. Provide re-coding information for billets and/or personnel:</i> <i>- Recode billets and personnel to 2379</i> <i>- Recode billets to 2379 and personnel to 0000</i>

* The “ORIGINATORS JUSTIFICATION” section is a summary of originators justification for the disestablishment of the NEC code(s). Re-coding information required to update affected billets and personnel once NEC code is approved for disestablishment.

FIGURE A-3. NEC CODE DISESTABLISHMENT PROPOSAL - SECOND PAGE
(TEMPLATE)